



Temporary Resident Admissions

application for authority to enrol form

Contact Details

Department of Education International

PO Box 15050
City East, QLD 4002
Australia

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Email EQInternational@qed.qld.gov.au
Website eqi.com.au

Queensland Department of Education International
trading as Education Queensland International
CRICOS Provider Code: 00608A



**Queensland
Government**

INSTRUCTIONS

General information

The Department of Education International (DEi) charges fees for temporary resident visa holders (i.e. dependants of student visa holders, bridging visa holders and visitor visa holders) seeking to enrol in Queensland state schools.

Please complete this form if your child:

- holds or intends to apply for a temporary resident visa
- resides or intends to reside in Queensland
- is not the child of an Australian permanent resident or citizen

Tuition fees are charged, through DEi, unless a fee exemption applies or a fee waiver is granted. Further information can be found in the Temporary Residents Admission policy available at: <https://eqi.com.au/study-options/temporary-residents>

Please do not complete this form if:

- your child holds or intends to apply for a student visa of their own (complete the EQI student application form available at eqi.com.au/apply-now)
- your child is a New Zealand citizen holding a visa subclass 444 and they reside in Queensland (please apply directly to your local state school, no fees apply)
- your child's visa does not or will not permit them to study in Australia.

What happens next?

- Submitting an incomplete application may result in delays in processing.
- You will receive an acknowledgement on receipt of this application form.
- You will receive an invoice for the application fee and initial tuition fees (where tuition fees apply). These invoices must be paid in full in order for the application process to be finalised.
- If your application qualifies for a fee exemption, only tuition fees are exempted.
- Refer to <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/visa-fee-exemptions> for further information.
- DEi will issue an Authority to Enrol email, School acceptance form and tax receipt once the relevant payment is made.
- On arrival in Queensland, you are required to contact the school to make an appointment for an enrolment interview. Please take the temporary resident Authority to Enrol email and the School acceptance form to your selected school along with all relevant documentation (i.e. passport, visa copies and proof of address).
- If the school enrolls your child they will notify DEi of the student's commencement.

DEi cannot guarantee your enrolment in a particular state school. For further information please refer to the Department of Education procedure [Enrolment in State Primary, Secondary and Special Schools](http://ppr.qed.qld.gov.au) available at: <http://ppr.qed.qld.gov.au>.

Privacy

Your personal information is collected on this form to assess your application for enrolment in a Queensland State school. The information you provide is recorded, used and disclosed for the purpose of assessing your application, to verify information you provide and to facilitate your enrolment in a Queensland State school. Your contact details are used to contact you regarding your application. The information will also be used and disclosed and exchanged with the school where your child will be enrolled.

If you provide details in section 3, we record, use and disclose personal information collected on this form to communicate with the nominee regarding this application, as required. If your application is successful and your child is enrolled in a Queensland state school, personal information about you and your child, collected on this form and collected during your child's enrolment, regarding your child's education, accommodation, health, welfare, behaviour, school fees and any related issues will be disclosed to the nominee.

If we issue you with a temporary resident authority to enrol email we may record, use and disclose your and your child's personal information for the purpose of assisting school staff dealing with your application for enrolment in a Queensland state school. If your enrolment is successful DEi use the information you provide to facilitate your ongoing enrolment.

DEi may disclose information about you to Commonwealth Government agencies including the department responsible for the *Migration Act 1958*. EQI may also record, use and disclose your personal information to third parties where authorised or required by law.

Students who are resident in the EU are required to complete a GDPR personal data collection and consent disclaimer which must accompany this application form.

Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact DE International or the school where your child is enrolled. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact DE International or the school where your child is enrolled.

All information contained in this publication is correct at the time of printing. Please ensure you complete the current version of the Temporary Residents Admissions application for authority to enrol form available at eqi.com.au/study-options/temporary-residents.

EQI reserves the right to alter programs offered, entry requirements, policies and fees without prior notice.

Please check the EQI website for the most current information. © The State of Queensland (Department of Education) 2020

Checklist for all applications

Please refer to the appropriate checklist below to ensure that you have provided all the required documentation.

Application checklist for dependants of international students

Where the student is/will be listed as a dependant on visa subclass 500, 570, 572, 573, 574, 575, 576

- All details on this application form are completed (excluding section 3)
- Application form is signed by a parent/legal custodian
- Copy of the parent/legal custodian's passport title page (translated into English by a certified translator)
- Copy of the child's birth certificate or if the parent/legal custodian has adopted the child from a country which is party to the Hague Convention on Intercountry Adoption:
 - an order or record granting the adoption, and
 - an adoption compliance certificate that is in force for the adoption.
- Copy of the child's passport title page (translated into English by a certified translator)
- Copy of parent's Confirmation/s of Enrolment (CoE/s)
- Evidence of parent's scholarship / sponsorship (if applicable), include all relevant documents
- Copy of eVisa/Visa Grant Notification Letter
- TRA school acceptance form (if available)
- GDPR data collection and consent disclaimer (for students residing in the EU) - eqi.com.au/ISP_PP_PDFs/eqi-gdpr-disclaimer.pdf

Application checklist for bridging visa holders

For students holding visa subclass 010, 020, 030, 040, 041, 042, 050, 051, 060

- All details on this application form are completed (excluding sections 3, 5 & 6)
- Application form is signed by a parent/legal custodian
- Copy of the parent/legal custodian's passport title page (translated into English by a certified translator)
- Copy of the child's birth certificate or if the parent/legal custodian has adopted the child from a country which is party to the Hague Convention on Intercountry Adoption:
 - an order or record granting the adoption, and
 - an adoption compliance certificate that is in force for the adoption.
- Copy of the child's passport title page (translated into English by a certified translator)
- Bridging eVisa/Visa Grant Notification Letter
- Copy of previous Visa
- TRA school acceptance form (if available)
- GDPR data collection and consent disclaimer (for students residing in the EU) - eqi.com.au/ISP_PP_PDFs/eqi-gdpr-disclaimer.pdf

Application checklist for visitor visa holders

For students holding visa subclass 600, 601, 602 (issued to adult/parent), 651

- All details on this application form are completed (excluding sections 5 & 6)
- Application form is signed by a parent/legal custodian
- If a parent/legal custodian is accompanying the child, a copy of the parent/legal custodian's passport title page (translated into English by a certified English translator)
- Where a close blood relative is accompanying the child, evidence of this relationship, such as the child and parent/legal custodian's birth certificate.
- Evidence of relationship between the child and the accompanying relative (e.g. birth certificates, family register, etc).
- Copy of the child's passport title page (translated into English by a certified translator)
- Copy of eVisa/Visa Grant Notification Letter
- TRA school acceptance form
- GDPR data collection and consent disclaimer (for students residing in the EU) - eqi.com.au/ISP_PP_PDFs/eqi-gdpr-disclaimer.pdf

SUBMIT YOUR COMPLETED APPLICATION FORM TO

DE International
PO Box 15050
City East Qld 4002
Australia
Email: EQInternational@qed.qld.gov.au

Inquiries can be directed to:

Within Australia: 1800 316 540
Outside Australia: +61 7 3513 5301
Email: EQInternational@qed.qld.gov.au
Website: eqi.com.au

1. STUDENT DETAILS

Full name <small>as per passport</small>	<input type="text"/>				
Preferred name	<input type="text"/>	Date of Birth <small>DD / MM / YYYY</small>	<input type="text"/>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Country of birth	<input type="text"/>		
Home address	<input type="text"/>		Home phone <small>If applicable</small>	<input type="text"/>	
City	<input type="text"/>	State/Province	<input type="text"/>	Mobile phone	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		
Passport number	<input type="text"/>	Passport expire date <small>DD / MM / YYYY</small>	<input type="text"/>		
Visa subclass	<input type="text"/>	Visa expire date <small>DD / MM / YYYY</small>	<input type="text"/>		
Language/s spoken other than English at home	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other please specify	<input type="text"/>			

2. PARENT/LEGAL CUSTODIAN DETAILS

Parent/legal custodian 1

Full name	<input type="text"/>	Relationship to student	<input type="text"/>		
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home address <small>If different to student details above</small>	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode / Zip	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		
Passport number	<input type="text"/>	Passport expire date <small>DD / MM / YYYY</small>	<input type="text"/>		
Visa subclass	<input type="text"/>	Visa expire date <small>DD / MM / YYYY</small>	<input type="text"/>		

Parent/legal custodian 2

Full name	<input type="text"/>	Relationship to student	<input type="text"/>		
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home Address <small>If different to student details above</small>	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode / Zip	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		

3. RESPONSIBLE NOMINEE

If your child is on a visitor visa and will not be living with you, please complete details for the person who is responsible for the accommodation, support and general welfare of your child while in Australia.

Full name	<input type="text"/>				
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home Address	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode/Zip	<input type="text"/>
Email	<input type="text"/>				

4. STUDENT MEDICAL INFORMATION

DE International is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. The Department of Education (DoE) will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006. It is essential that you provide all relevant information here so it is available to the school for the first day of attendance by the student. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known. Should the student need to take routine medication during school hours, the *Parent consent to administer medication at school form* must be completed before school staff can administer medication. For emergency medication the school will also require a doctor's letter containing detailed instructions or a signed Action Plan/Emergency Health Plan.

Do you have a medical condition? Yes No (*refer to Queensland State schools standardised medical condition category list below)

If yes, please provide details

Is ongoing treatment required? Yes No (e.g. by a doctor or by medication)

If yes, please provide details

Do you have a mental health condition, impairment or disability which may result in the need for additional support or assistance at school? Yes No

If yes, please provide details and medical reports to support.

Use the notes field below if you need to provide additional details.

Notes

*Queensland State schools standardised medical condition category list

Acquired brain injury	Bladder and bowel—catheterisation (continuous, clean intermittent)	Heart/cardiac conditions—heart valve disorders
Allergies/sensitivities	Bladder and bowel—stoma site, urostomy, Mitrofanoff, MACE, chair	Heart/cardiac conditions—heart genetic malformations
Anaphylaxis	Bladder and bowel—other	Heart/cardiac conditions—other
Airway/lung/breathing—oxygen required (continuously/periodically)	Blood disorders—haemophilia	Mental health—depression
Airway/lung/breathing—suctioning	Blood disorders—thalassaemia	Mental health—anxiety
Airway/lung/breathing—tracheostomy	Blood disorders—other	Mental health—oppositional defiant disorder
Airway/lung/breathing—other	Cancer/oncology	Mental health—other
Artificial feeding—gastrostomy device (tube or button)	Coeliac disease	Muscle/bone/musculoskeletal disorders—spasticity (Baclofen pump)
Artificial feeding—nasogastric tube	Cystic fibrosis	Muscle/bone/musculoskeletal disorders—other
Artificial feeding—jejunostomy tube	Diabetes—type one	Skin disorders—eczema
Artificial feeding—other	Diabetes—type two	Skin disorders—psoriasis
Asthma	Ear/hearing disorders—otitis media (middle ear infection)	Swallowing/dysphagia—requiring modified foods
Asthma—student self-administers medication	Ear/hearing disorders—hearing loss	Swallowing/dysphagia—requiring artificial feeding
Attention-deficit/hyperactivity disorder (ADHD)	Ear/hearing disorders—other	Transfer and positioning difficulties
Autism spectrum disorder (ASD)	Epilepsy—seizure	Travel/motion sickness
Bladder and bowel—urinary wetting, incontinence	Eye/vision disorders	Other
Bladder and bowel—faecal soiling, constipation, incontinence	Endocrine disorder—adrenal hypoplasia, pituitary, thyroid	

5. STUDENT ENROLMENT INFORMATION

In which year would you like to start your studies? (e.g. 2020)

Please select the program/s you wish to join and indicate the proposed duration of study and year level:

Primary School Program

Entry Year level Prep Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

High School Program

Entry Year level Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

School name

Has the school provided a TRA school acceptance form? Yes No If yes, please attach.

Expected start date DD / MM / YYYY Expected end date DD / MM / YYYY

Visitor visa: enrolment will be for a minimum of two weeks and will not exceed the period the applicant is entitled to study in Australia, as per the condition of their visa. Once your initial application is processed, extensions are only considered in extenuating circumstances.

Bridging or dependant visa: the minimum period of enrolment is one school term determined by the visa and/or COE duration and any relevant visa conditions.

6. PARENT'S COURSE ENROLMENT DETAILS (please provide a COE for each course listed) (Only for dependants of student visa holders)

Education provider	Name of course	Course start date	Course end date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If insufficient space provided, please attached a separate sheet.

7. PARENT'S SCHOLARSHIP/SPONSORSHIP DETAILS (Only for dependants of student visa holders)

Have you been awarded a full scholarship? Yes No If yes, please provide details

Name of scholarship

Name of sponsor Dates of sponsorship

8. SIBLING DETAILS (if applicable)

Do you have other children in your immediate family who are already enrolled or are applying to be enrolled in a Queensland Government school?

Yes No

Student Full Name	School	Year Level	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. TUITION FEES

For current tuition fees please refer to <https://eqi.com.au/study-options/temporary-residents>

An application fee per student applies to all temporary resident applications submitted to DEi. **Note:** Tuition fees must be paid in advance and are calculated based on the number of weeks of the enrolment (enrolment for part of a week incurs the charge for a full week). Fees are paid whether or not the student actually attends during the period of enrolment.

10. QUEENSLAND STATE SCHOOL TERM DATES

The Department of Education sets the term and school holiday dates for all Queensland state schools. For current school term dates please refer to <https://education.qld.gov.au/about-us/calendar/term-dates>

11. DECLARATION

PARENT/LEGAL CUSTODIAN DECLARATION, ACKNOWLEDGEMENT AND CONSENT

- I understand that this application cannot be assessed unless all the relevant sections of this form are completed, all required documents are supplied and the application fee is paid.
- I declare that the information given in this application form is complete, true and correct.
- I understand that providing false or misleading information, or non-disclosure of relevant information, may result in cancellation of the student's enrolment.
- I agree that if any of the information on this form changes, I will provide updated information to DEi as soon as possible and within 7 days.
- I understand that DEi cannot guarantee that I will be enrolled in my preferred school/a Queensland state school and there is no guarantee that this application will be successful.
- I consent to all written communication (including agreements, notices, invoices and other documents) being sent by email to the email addresses provided in sections 1 and 2.
- I agree to EQI and the school sending me SMS text messages where my permission is requested in relation to the student.
- I consent to the recording, use and disclosure of my information as outlined in the privacy statement on page 2.
- I acknowledge that by signing and submitting this application form, we are agreeing to be bound by the Terms and Conditions found on the EQI website: <https://eqi.com.au/study-options/temporary-residents>

Student's signature*

Date
DD / MM / YYYY

Parent 1 signature

Parent 1 full name

Date
DD / MM / YYYY

Relationship to the student

Mother

Father

Legal custodian

Parent 2 signature

Parent 2 full name

Date
DD / MM / YYYY

Relationship to the student

Mother

Father

Legal custodian

*Primary school applicants are not required to sign this form.

Printed or typed names will not be accepted as signatures. Hand written signatures must be provided.